



Los Angeles Unified School District
Office of Parent and Community Services
Parent Advisory Committee

PAC OFFICERS' ROLES AND RESPONSIBILITIES

Chairperson:

- Review the agenda with PCS staff before the meeting and ensure that the agenda recommendations from the PAC members is reflective in the agenda.
- Be fair and impartial at all times.
- Preside over all PAC meetings.
- Announce to all members the date, time and location for the subsequent PAC and Agenda planning meetings.
- Sign letters, reports, and other communications as requested of the committee.
- Perform additional duties appropriate to the Chairperson position.
- Provide a written and oral report.
- Represent the PAC in all meetings or Board of Education subcommittees where PAC has been required or requested to participate.
- Represent the PAC at District meetings as requested by the Superintendent, Board Members, or the Office of Parent and Community Services.
- Be involved and engaged in all meetings.

Vice- Chairperson:

- Review the agenda with the staff of PCS before the meeting.
- Be fair and impartial.
- Be given the opportunity to serve as Chairperson through succession.
- Represent the Chairperson in his/her absence or in assigned duties as prescribed by PCS.
- Assist the Secretary as needed.
- Assist with written motion forms.
- Be involved and engaged at all times.
- Maintain and post information on the Request/Response Chart.

Secretary:

- Review the agenda with the staff of PCS before the meeting.
- Be fair and impartial.
- Keep minutes of all meetings of the PAC including agenda planning meetings.
- Provide the original meeting minutes to the PCS staff.
- Conduct roll call and establish quorum.
- Maintain a current attendance roster.
- Be involved and engaged in all meetings.

Assistant Secretary:

- Review the agenda with the staff of PCS before the meeting.
- Be fair and impartial.
- Assist the secretary to keep minutes of all meetings of the PAC, including agenda planning meetings.
- Assist in providing the original meeting minutes to the PCS staff.
- Assist the secretary to conduct roll call and establish quorum.
- Assist the secretary to maintain a current attendance roster.
- Be involved and engaged in all meetings.

Parliamentarian:

- Review the agenda with the staff of PCS before the meeting.
- Be fair and impartial.
- Announce the list of public speakers during public comment.
- Assist the Chairperson in ensuring all rules and bylaws are followed.
- Be knowledgeable about bylaws of the committee, parliamentary procedures as prescribed by PCS, and the Greene Act.
- Assist with comments and questions by members and public.
- Direct, along with the Chairperson, the question procedures.
- Does not participate in making motions or voting on any question.

Public Relations Officer:

- Review the agenda with the staff of PCS before the meeting.
- Be fair and impartial at all times.
- Promote the actions and purpose of the PAC to the public.
- Represent the opinions of the PAC when authorized by PAC and/or the District.
- Assist committee members and guests.
- Be involved and engaged in all meetings.
- Maintain and post data on the Quorum Chart.